

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**

**January 27, 2011**

**PRESENT:** Keith Pamperin, Libbie Miller, Donajane Brasch, Judy Parrish, Grace Aanonsen, Pat Cochran, Carole Andrews,

**EXCUSED:** Pat Finder-Stone, Steve Daniels, Bill Clancy, Tom Diedrick

**ALSO PRESENT:** Sunny Archambault, Arlene Westphal, Debra Bowers, Devon Christianson, Pat Hickey, Diana Brown

**PLEDGE OF ALLEGIANCE.**

Vice-Chairperson Pamperin called the meeting to order at 8:34 a.m.

**INTRODUCTIONS:** Introductions were made by Board Members and those present.

**ADOPTION OF AGENDA:** A motion was made by Ms. Brasch and seconded by Ms. Parrish to adopt the January 27, 2011 agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 9, 2010:**

Ms. Miller moved and Ms. Brasch seconded to approve the minutes of the regular meeting of December 9, 2010.

**COMMENTS FROM THE PUBLIC:** No comments.

**FINANCIAL REPORT:**

**A. APPROVAL OF THE PRELIMINARY DECEMBER 2010 FINANCE REPORT:**

Ms. Archambault reviewed the Preliminary Year-End Finance Report noting that we are under in Salary and Fringe Benefit Expenses as additional staff were not hired until mid-year. There is a savings in Telephone due to the new system the County installed. Postage is as projected and we are a little under in Utilities. The \$18,000 overage in Transportation-Human Services is the result of a decision by the board, earlier in the year, to use \$18,000 from the Trust Fund as a match for the purchase of a vehicle. Rural Driver Escort is over by \$4,000; however, Lamers Transportation is under by \$2,000.

Ms. Archambault explained that under Revenues we captured more MA Claiming Dollars than budgeted. While we budgeted for \$300,000, we actually received \$656,000 and we have budgeted for \$610,000 in 2011. We did not budget for Benefit Specialist MA Dollars; however, we did receive \$18,000.

The Capital Campaign Status Report indicated that with a beginning revenue balance of \$736,231 and total campaign, building and equipment expenses of \$681,371, the total Campaign Fund Balance, including interest, is \$54,914.

Ms. Archambault updated board members on the Preliminary Designated and Undesignated Net Asset Report noting that we have been trying to develop a check list of our parameters as a quasi-county Agency. She emphasized that our situation is a little different as we have our own accounting department and our board makes financial decisions throughout the year; however, our annual budget still needs to go through the County Board.

Ms. Miller moved and Ms. Aanonsen seconded to approve the preliminary December 2010 Finance Report. **MOTION CARRIED.**

- E. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Board members reviewed the Restricted Donation of \$500 from the Green Bay Community Service Club for the purchase of building decorations.

Ms. Miller moved and Ms. Parrish seconded to approve the Restricted Donations. **MOTION CARRIED.**

- C. REVIEW AND APPROVAL OF OUTSTANDING CHECK WRITE-OFFS:** Ms. Bowers, ADRC Accountant, drew board members attention to the agency's Outstanding Check Policy. She noted that outstanding checks are maintained as part of the Checking Account Reconciliation with checks aged more than two years being written off and removed from the outstanding check list. Outstanding checks less than \$50 will be written off as a general journal entry while outstanding checks greater than \$50 will be recorded as a liability in a general journal entry. Ms. Bowers reviewed the general journal entry she made to write off the \$3,474.36 in outstanding checks for years 2007 & 2008. She also reviewed the prior year's checks that were greater than \$50. Those payees who did respond to a letter that was sent to them were paid out and those who did not respond will be turned over to the County Treasurer's Office to be included in the Public Notice of Unclaimed Funds.

Ms. Miller moved and Ms. Cochran seconded to approve the outstanding check write-offs. **MOTION CARRIED.**

**REPORT ON "CAPSTONE PROJECT":** Ms. Christianson, Assistant Director of the ADRC, began her report by explaining that Brown County Human Services will be moving out of the business of providing long term care services to older adults and adults with disabilities. In March of 2012, current consumers of the long term care waiver programs will need to make choices regarding managed care programs. The Brown County Human Services Community Options Programs including Children's Waivers, Economic Support and the Aging and Disability Resource Center will need to re-design their service models, collaborate, and begin new partnerships. The Capstone Project 2011 will solicit direction and guidance to facilitate this transition.

Ms. Christianson reported that she, along with 19 other people, was asked to participate in an engaging leadership series to improve their leadership skills. After a brainstorming session of Capstone Projects, Ms. Christianson is participating in a Transition Project for Family Care focusing on exploring and planning for this major change by addressing Process Mapping, MOU's, and Waiting List Policy.

**Process Mapping** of services delivery by time frame and population will encompass the current service delivery from January – December 2011, the short term transition of current existing waiver consumers from February-May 2012, the intermediate transition of waiting list consumers from March 2012 – March 2015, and long term service delivery of new consumers from March 2015 and beyond. To assist in accomplishing this, the team will visit the Winnebago County Model.

Ms. Christianson noted that the **Memorandums of Agreement (MOU's) Template** will be our greatest challenge as the success of this system change and transition is dependent on relationships and partnerships. Brown County's ADRC is a quasi-governmental agency which brings with it many implications. Other counties that have transitioned to Family Care have not faced the same need for formal collaboration. Due to the Capstone Project's timeframe, the focus will be limited to developing a single template which will include the important features needed for the MOU of many departments. The MCU's required will document the issues of services process, roles, and record sharing and confidentiality.

During the three year transition to full entitlement in Family Care (March 2012-March 2015) the ADRC and the Human Services Department must negotiate a new **wait list policy**. Everyone has a very powerful case and an equitable policy is needed as it will impact urgent services for children leaving Foster Care, Child and Adult Protective Services, and students leaving high school. This policy will be

managed by the ADRC and it is imperative that the development of the priority criteria for this policy is fair and equitable.

In summarizing, Ms. Christianson noted that their Capstone Project must be completed by June 21, 2011 and their four Process Maps, one MOU Template and one Wait List Policy will begin the process of transitioning Brown County for the expansion of the Family Care Program.

**LETTER OF SUPPORT FOR STATE BUDGET TO INCLUDE FUNDING FOR BROWN COUNTY**

**FAMILY CARE:** Ms. Christianson serves on the Long Term Care Council at the State level noting that they are the voice for Family Care. She reported that at their last meeting they focused on change in administration and what needs to be done to keep moving forward. She referred board members to the correspondence included in the board packet from the WI Council on Long Term Care to Secretary Dennis Smith at the Department of Health Services. The correspondence conveys the Council's strong support for continued expansion of Family Care, including Aging & Disability Resource Centers and IRIS. Ms. Christianson explained that Family Care is a service that is run by companies while IRIS (I Respect I Self Direct) is the procedure of giving a budgeted amount used in Family Care to the client or guardian. They put their own plan together and must use this budgeted dollar amount to manage their care. To stop Family Care at this point would cost more than to move forward. There is a \$400 a month savings per consumer on this program and as more people get on the service it also creates a positive impact on the state's unemployment.

Ms. Christianson requested Board support by asking them to correspond with Secretary Smith in support of the continued expansion of Family Care, including Aging & Disability Resource Centers and IRIS.

Ms. Brasch moved and Ms. Miller seconded to instruct Ms. Archambault to write a letter of support to Secretary Smith on behalf of the ADRC Board of Directors and to prepare a draft letter board members can personalize. **MOTION CARRIED.**

Ms. Archambault also reviewed an e-mail she had received regarding a public hearing The Senate Committee on Transportation and Elections will hold on Senate Bill 6, also known as the Photo ID Bill on Wednesday, January 26, 2011. The bill is being proposed in order to stop voting fraud. It will require anyone who wants to vote to present either a driver's license, military ID card or a state issued ID card. To obtain a state issued ID card voters would need to obtain and pay for an official copy of their birth certificate which they would need to take to the State Motor Vehicle office to receive the card. A discussion was held regarding the cost involved and the hardship it would cause many of the disabled population to obtain the state issued ID card. A recent poll done by the Wisconsin Disability Vote Coalition found that this bill will have an impact on the disabled community and will likely stop many people with disabilities from voting.

There was concern that this bill would cost both consumers and add to the state deficit. Ms. Archambault was directed to write our legislators expressing our opposition to the bill and that if the legislators continue to support the bill that language be added to assure it is cost-neutral for consumers. Ms. Brasch so moved; Ms. Miller seconded. Ayes: Keith Pamperin, Libbie Miller, Donajana Brasch, Judy Parrish, Grace Aanonsen, Carole Andrews. No: Pat Cochran

**UPDATE ON POTENTIAL BUILDING PURCHASE:** Ms. Archambault distributed the commercial listing for the property at 331 South Adams St. Green Bay, WI along with the Resolution to Authorize the Aging & Disability Resource Center to Purchase this property. The resolution has been approved by the Human Services Committee and is on the agenda for the Administration Committee that will meet this evening. It will then go to the Executive Committee on February 7<sup>th</sup> and then to the February County Board meeting. If and when the ADRC is granted permission to purchase this property, we will be able to move forward with inspections and the purchase according to the County Guidelines.

**DIRECTOR'S REPORT:** Ms. Archambault informed board members that Ashley Ramaker has been hired to fill the Benefit Specialist Position. Ashley has previously worked as an assistant to Senator Kagen and will join the ADRC on Monday, February 7<sup>th</sup>.

Ms. Archambault announced that she has submitted the names of Lisa Van Donsel, Pat Hickey, Barb Robinson, and Marvin Rucker to the County Executive for appointment changing the composition of our Board of Directors to 14 members. If these appointments are confirmed our Board will reflect representation of the physically disabled, developmentally disabled, those with mental illness and/or substance abuse issues, and seniors. We will still need a representative from the Oneida Tribe to meet the membership requirements of State Policy for ADRC Board of Directors.


**GWARR UPDATE:** No Report.

**ANNOUNCEMENTS:** In Mr. Diedrick's absence, Mr. Pamperin announced that Options for Independent Living's Annual Fundraiser will be held on Sunday, February 20<sup>th</sup>, at the Stadium View. The cost is \$20 per person with raffles, door prizes and the opportunity to watch the Nascar Races.

**NEXT MEETING DATE – FEBRUARY 24, 2011:** The next meeting is scheduled for February 24, 2011.

**ADJOURN:** Ms. Miller moved to adjourn and Ms. Cochran seconded. **MOTION CARRIED.** The meeting adjourned at 9:52 a.m.

Respectfully submitted,

  
Arlene Westphal, Secretary